

Statement of Deficiencies

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.3. The Provider did not have a job description for every position at the center for 6 staff.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for 9 staff.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 1staff. Documentation of submission **[was]** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5311-B: Extracurricular Personnel

Not Met

Findings/Corrections

5311.B.1. The Provider did not have documentation of a satisfactory criminal record check, as required by Louisiana R.S.

15:587.1, for therapist. Documentation of submission was not available prior to the individual being present in the center.

Note: Individuals employed by the school system may have on file at the center, a letter from the school system administrative staff documenting that a criminal record clearance has been obtained from Louisiana State Police.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that 3staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.